

1 Days

50546A: Learn Microsoft Excel 2010 Step by Step, Level 3

The Microsoft Excel 2010 Level 2 training is a one-day course that equips students in analyzing alternative data sets, creating dynamic worksheets by using PivotTables, creating charts and graphics, automating repetitive tasks, working with other Microsoft Office programs, and collaborating on workbooks.

Completion of the course equips the participants with the following skill set:

- Defining an alternative data set.
- Defining multiple alternative data sets.
- Analyzing data by using descriptive statistics.
- Finding optimal solutions by using Solver.
- Finding trends in your data & summarizing your data by using Sparklines.
- Analyzing data dynamically by using PivotTables.
- Filter, show, and hide PivotTable data.
- Editing & Formatting PivotTables.
- Creating PivotTables from external data.
- Creating charts & customizing the appearance of charts.
- Creating dynamic charts by using Pivot Charts.
- Creating diagrams by using SmartArt.
- Creating shapes and mathematical equations.
- Including Office documents in workbooks.
- Creating and modifying macros.
- Run macros when a workbook is opened.
- Storing workbooks as parts of other Office documents.
- Pasting charts into other documents.
- Creating hyperlinks.
- Tracking and managing colleagues' changes.
- Authenticating workbooks.
- Protecting workbooks and worksheets.

Course Details

Course Outline

Module 1: Analyse Alternative Data Sets

- Define an Alternative Data Set
- Define Multiple Alternative Data Sets
- Vary Your Data to Get a Desired Result by Using Goal Seek
- Find Optimal Solutions by Using Solver
- Analyse Data by Using Descriptive Statistics

Lab: Defining an Alternative Data Set

Lab: Defining Multiple Alternative Data Sets

Lab: Varying Your Data to Get a Desired Result by Using Goal Seek

Lab: Finding Optimal Solutions by Using Solver

Lab: Analysing Data by Using Descriptive Statistics

Module 2: Create Dynamic Worksheets by Using PivotTables

- Analyse Data Dynamically by Using PivotTables
- Filter, Show, and Hide PivotTable Data
- Edit PivotTables
- Format PivotTables
- Create PivotTables from External Data

Lab: Analysing Data Dynamically by Using PivotTables

Lab: Filtering, Showing, and Hiding PivotTable Data

Lab: Editing PivotTables

Lab: Formatting PivotTables

Lab: Creating PivotTables from External Data

Module 3: Create Charts and Graphics

- Create Charts
- Customize the Appearance of Charts
- Find Trends in Your Data
- Summarize Your Data by Using Sparklines
- Create Dynamic Charts by Using PivotCharts
- Create Diagrams by Using SmartArt
- Create Shapes and Mathematical Equations

Lab: Creating Charts

Lab: Customizing the Appearance of Charts

Lab: Finding Trends in Your Data

Lab: Summarizing Your Data by Using Sparklines

Lab: Creating Dynamic Charts by Using PivotCharts

Lab: Creating Diagrams by Using SmartArt

Lab: Creating Shapes and Mathematical Equations

Module 4: Automate Repetitive Tasks by Using Macros

- Enable and Examine Macros
- Create and Modify Macros
- Run Macros When a Button is Clicked
- Run Macros When a Workbook is Opened

Lab: Enabling and Examining Macros

Lab: Creating and Modifying Macros

Lab: Running Macros When a Button Is Clicked

Lab: Running Macros When a Workbook Is Opened

Module 5: Work with Other Microsoft Office Programs

- Include Office Documents in Workbooks
- Store Workbooks as Parts of Other Office Documents
- Create Hyperlinks
- Paste Charts into Other Documents

Lab: Including Office Documents in Workbooks

Lab: Storing Workbooks as Parts of Other Office Documents

Lab: Creating Hyperlinks

Lab: Pasting Charts into Other Documents

Module 6: Collaborate with Colleagues

- Share Workbooks
- Manage Comments
- Track and Manage Colleagues' Changes
- Protect Workbooks and Worksheets
- Authenticate Workbooks
- Save Workbooks for the Web

Lab: Sharing Workbooks

Lab: Managing Comments

Lab: Tracking and Managing Colleagues' Changes

Lab: Protecting Workbooks and Worksheets

Lab: Authenticating Workbooks

Lab: Saving Workbooks for the Web

Who Should Attend

This course is beneficial for information workers who want to learn advanced-level Excel 2010 skills.

Pre Requisite

Before attending this course, candidates must have:

- Basic computer knowledge.
- Basic file-management skills.
- The candidate should have knowledge to navigate to folders and files on a computer running Windows 7.

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